



Department of the Interior  
U.S. Fish and Wildlife Service

Expires June 30, 2007  
OMB No. 1018-0093

**Federal Fish and Wildlife Permit Application Form**

**Return to:** Division of Management Authority (DMA)

**Type of Activity:**

4401 N. Fairfax Drive, Room 700  
Arlington, VA 22203  
1-800-358-2104 or 703-358-2104

**Registration of An Agent/Tannery**  
(Marine Mammal Protection Act)

Complete sections A OR B and C and D of this application. Note: if a field is "gray", no answer is required. Application will not be considered complete without all sections. See additional instructions on attached pages.

<b>A. Complete if applying as an individual (Provide a U.S. address)</b>					
1.a. Last name		1.b. First name		1.c. Middle name or initial	1.d. Suffix
2.a. Street address (line 1)		2.b. Street address (line 2)		2.c. Street address (line 3)	
3.a. City		3.b. Province	3.c. State	3.d. Zip code/Postal code:	3.e. Country
4. Date of birth (mm/dd/yyyy)	5. Social Security No.		6. Occupation		7.a. Home telephone number
7.b. Work telephone number		7.c. Fax number		8. E-mail address	
				9. County	
10. List any business, agency, organizational, or institutional affiliation associated with the wildlife or plants to be covered by this permit (see C.1.)				11. Doing business as (dba)	

<b>B. Complete if applying as a business, corporation, public agency or institution</b>					
1.a. Name of business, agency, or institution			1.b. Doing business as (dba)		
2.a. Street address (line 1)		2.b. Street address (line 2)		2.c. Street address (line 3)	
3.a. City		3.b. Province	3.c. State	3.d. Zip code	3.e. Country
4. Tax identification no.		5. Describe the type of business, agency, or institution and provide state of incorporation			
6.a. Principal officer (President, director, etc) Last name		6.b. First name		6.c. Middle name or initial	6.d. Suffix
7. Principal officer title:				8. Home telephone number	
9. Work telephone number		10. Fax number		11. E-mail address	
				12. County	

<b>C. All applicants complete</b>	
1.	Do you currently have or have you had any Federal Fish and Wildlife permits? (For simplification, all licenses, permits, registrations, and certificates will be referred to as a permit.) Yes <input type="checkbox"/> If yes, list the number of the most current permit you have held: _____ No <input type="checkbox"/>
2.	Have you obtained all required State, Federal, or foreign government approval(s) to conduct the activity you propose? Yes <input type="checkbox"/> If yes, provide a copy of the approval(s). Have applied <input type="checkbox"/> Not required <input type="checkbox"/>
3.	Enclose check or money order payable to the U.S. FISH AND WILDLIFE SERVICE in the amount of \$150 [50 CFR 13.11(d)]. Institutions which qualify under 50 CFR 13.11(d)(3) may be exempt from the application processing fee.
4.	Certification: I hereby certify that I have read and am familiar with the regulations contained in Title 50, Part 13, of the Code of Federal Regulations and the other applicable parts in subchapter B of Chapter I of Title 50, and I certify that the information submitted in this application for a permit is complete and accurate to the best of my knowledge and belief. I understand that any false statement herein may subject me to the criminal penalties of 18 U.S.C. 1001.
5.	Signature (in blue ink) of applicant/person responsible for permit in Section A. or B. (Photocopied signatures are not accepted.)
6. Date (mm/dd/yyyy):	

#### D. REGISTRATION OF AN AGENT/TANNERY (Marine Mammal Protection Act)

This application is only for registration of agents and tanneries for polar bear (*Ursus maritimus*), walrus (*Odobenus rosmarus*), and Alaskan sea otter (*Enhydra lutris lutris*). This registration facilitates the transfer of marine mammal specimens taken by Alaskan Natives for the purposes of subsistence or creation of authentic Native handicraft articles and clothing. If you are interested in obtaining an agent/tannery permit for cetaceans and other pinnipeds, you must contact the National Marine Fisheries Service, Office for Law Enforcement, 8484 Georgia Ave, Room 415, Silver Spring, Maryland 20910-5612 (phone: 301-427-2300 x131; fax: 301-427-2055).

ENTER "X" in the boxes that apply.

1. I am applying for registration under the Marine Mammal Protection Act regulations as an Agent and/or Tannery:

☐ Agent    ☐ Tannery    ☐ Both

2. I would like to deal in parts and products of the following marine mammals:

- ☐ Polar bear (*Ursus maritimus*)  
☐ Walrus (*Odobenus rosmarus*)  
☐ Alaskan sea otter (*Enhydra lutris lutris*)

3. Certify the following by ENTERING YOUR INITIALS on each line, as applicable, below:

\_\_\_\_\_ I will keep records of each transaction with marine mammal parts separate from all other records maintained during the ordinary course of business;

\_\_\_\_\_ I will maintain such records for a period of not less than three years;

\_\_\_\_\_ I understand that this information is submitted for the purpose of obtaining the benefit of an exception under the Marine Mammal Protection Act of 1972 (16 U.S.C. 1361-1407, 50 CFR 18.23);

\_\_\_\_\_ I understand that as a **registered agent** I may buy or transfer marine mammal products from a qualifying Alaskan Native for resale or transfer to a qualifying Alaskan Native. I may transfer marine mammal products received from a qualifying Alaskan Native to a registered tannery for processing, and I will return the processed product directly to the qualifying Alaskan Native; and/or

\_\_\_\_\_ I understand that as a **registered tannery** I may accept, for processing, marine mammal products directly from a qualifying Alaskan Native or through a registered agent, and I will return the processed product directly or through a registered agent to the qualifying Alaskan Native.

4. **ATTACH THE FOLLOWING TO YOUR APPLICATION:**

- a. A written description of the procedures you will use to receive, store, process, and ship marine mammal parts and products;
- b. A written description of your present or proposed system of bookkeeping and inventory. An inventory record must be maintained and include, at a minimum, the following information for EACH ITEM you handle: (For your convenience, you may use the attached inventory form.)
  - i. Animal type;
  - ii. Description of Item;
  - iii. Weight of walrus ivory (applicable to only registered agents in Alaska);
  - iv. US FWS Tag number;
  - v. Name and address of the person that item was received from and date of receipt; and
  - vi. Name and address of the person that item was transferred, sold (applicable only to registered agents), or returned to and date.

5. Address where you wish permit mailed (if different than page 1):  
\_\_\_\_\_.
6. If you wish the permit to be mailed other than by regular mail, provide air bill, pre-paid envelope, or billing information  
\_\_\_\_\_.
7. Who should we contact if we have questions about the application? (Include name, phone number, and email):  
\_\_\_\_\_.

# Inventory List, Form 3-200-44a

Please include the following information for EACH ITEM:

Animal Type	Description of Item	Weight of Walrus Ivory *	US FWS Tag#	Received From (Name and Address):	Date	Transferred, Sold ** or Returned To (Name and Address):	Date

\*Applicable only to registered agents in Alaska \*\*Applicable only to registered agents

## PERMIT APPLICATION FORM INSTRUCTIONS

The following instructions pertain to the standard permit form 3-200 that must be completed as an application for a U.S. Fish and Wildlife Service or CITES permit. The General Permit Procedures in 50 CFR 13 address the permitting process. For simplification, all licenses, permits, registrations, and certificates will be referred to as a permit.

- Complete all appropriate blocks/lines/questions in Sections A OR B, and C and D. **Print clearly or type in the information.** An incomplete application may cause delays in processing or may be returned to the applicant. Note: if a field is "grayed in", no answer is required.
- Sign the application in blue ink and send the original to the address at the top of the application. Faxes or copies of the original signature will not be accepted.
- Please plan ahead. Allow at least 60 days for your application to be processed (50 CFR 13.11). However, some applications may take longer than 90 days to process. Applications are processed in the order they are received.
- Additional forms and instructions are available from <http://permits.fws.gov/>.

Most of the application form is self-explanatory, but the following provides some assistance for completing the form.

### COMPLETE EITHER SECTION A OR SECTION B:

- Section A. **"Complete if applying as an individual"** - Enter the complete name of the responsible individual who will be the permittee if a permit is issued. Enter personal information that identifies the applicant. All blocks must be completed. **If you are applying on behalf of a client, the personal information must pertain to the client; and a document evidencing power of attorney must be included with the application.**
- Section B. **"Complete if applying as a business, corporation, public agency, or institution"** - Enter the complete name and address of the business, agency or institution that will be the permittee if a permit is issued. Give a brief description of the type of business the applicant is engaged in, the name and phone number of the person in charge (i.e., principal officer), and if the company is incorporated, the State in which it is incorporated.

### ALL APPLICANTS COMPLETE SECTION C:

- Section C.1 **"Do you currently have or have you had any Federal Fish and Wildlife permits?"** List the number(s) of your most current FWS or CITES permit or the number of the most recent permit if none are currently valid. If applying for a renewal of a CITES permit, the original permit must be returned with this application.
- Section C.2 **"Have you obtained all required State, Federal or foreign government approval to conduct the activity you propose?"** (Please be aware that there may be other requirements necessary to conduct this activity such as a hunting license, import permit, or collection permit.) If "yes," list the state, Federal or foreign countries involved and type of document required. Include a copy of these documents with the application. If you have applied for the documents, check the "have applied" box and list the state, Federal or foreign countries involved and type of documents required. If the proposed activity is not regulated check "not required."
- Section C.3 **"Check or money order (if applicable)"** There is an application processing fee unless you are applying as a Federal, State or tribal government agency or you are an individual or institution under contract to such agency for the proposed activities. (See 50 CFR 13.11(d)(3) for fee schedule.) Proof of status as a Federal, State or tribal government agency or contractor to such agency should accompany your application. The application processing fee is assessed to partially cover the cost of processing a request. The fee does not guarantee the issuance of a permit. It will not be refunded regardless of whether a permit is issued, abandoned, or denied. See the accompanying section APPLICATION PROCESSING FEE for the fee to process this application. Make your check or money order payable to the "U.S. Fish and Wildlife Service" and attach it to the application form.
- Section C.4 **"CERTIFICATION"** The individual identified in Section A, the principal officer named in Section B, or person with a valid power of attorney (documentation must be included in the application) must sign and date the application in blue ink. This signature binds the applicant to the statement of certification. This means that you certify that you have read and understand the regulations that apply to the permit. You also certify that everything included in the application is true to the best of your knowledge. Be sure to read the statement and re-read the application and your answers before signing.

### ALL APPLICANTS COMPLETE SECTION D:

Provide any required additional information outlined in Section D. of the application form. Be as complete and descriptive as possible. If there is any doubt as to the information's relevance, include it with the application. Please do not send videotapes or DVDs.

## APPLICATION FOR A FEDERAL FISH AND WILDLIFE PERMIT

### Paperwork Reduction Act and the Privacy Act – Notices

In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501, *et seq.*) and the Privacy Act of 1974 (5 U.S.C. 552a), please be advised that:

1. The gathering of information on fish and wildlife is authorized by:
  - a. Bald and Golden Eagle Protection Act (16 U.S.C. 668), [Title 50 Part 22 of the Code of Federal Regulations \(CFR\)](#);
  - b. Endangered Species Act of 1973 (16 U.S.C. 1531-1544), [Title 50 CFR Part 17](#);
  - c. Migratory Bird Treaty Act (16 U.S.C. 703-712), [Title 50 CFR Part 21](#);
  - d. Marine Mammal Protection Act of 1972 (16 U.S.C. 1361, *et seq.*), [Title 50 CFR Part 18](#);
  - e. Wild Bird Conservation Act (16 U.S.C. 4901-4916), [Title 50 CFR Part 15](#);
  - f. Lacey Act (18 U.S.C. 42); Injurious Wildlife, [Title 50 CFR Part 16](#);
  - g. [Convention on International Trade in Endangered Species of Wild Fauna and Flora \(TIAS 8249\)](#); [Title 50 CFR Part 23](#).
  - h. General Provisions, [Title 50 CFR Part 10](#);
  - i. General Permit Procedures, [Title 50 CFR Part 13](#); and
  - j. Wildlife (Import/export/transport), [Title 50 CFR Part 14](#).
2. Information requested in this form is purely voluntary. However, submission of requested information is required in order to process applications for permits authorized under the above laws. Failure to provide all requested information may be sufficient cause for the U.S. Fish and Wildlife Service to deny the request. Response is not required unless a currently valid Office of Management and Budget (OMB) control number is displayed.
3. Certain applications for permits authorized under the Endangered Species Act of 1973 (16 U.S.C. 1539) and the Marine Mammal Protection Act of 1972 (16 U.S.C. 1374) will be published in the **Federal Register** as required by the two laws.
4. Routine use disclosures outside the Department of the Interior may be made without the consent of an individual if the disclosure is compatible with the purposes for which the record was collected. (Ref. 68 FR 52611, September 4, 2003) Disclosures outside the DOI may be made under the routine uses listed below without the consent of the individual if the disclosure is compatible with the purposes for which the record was collected.
  - a. To subject matter experts, and State, Federal, local, and foreign agencies, for the purpose of obtaining advice relevant to making a decision on an application for a permit or when necessary to accomplish a FWS function related to this system of records.
  - b. To the public as a result of publishing Federal Register notices announcing the receipt of permit applications for public comment or notice of the decision on a permit application.
  - c. To Federal, State, local, or foreign wildlife and plant agencies for the exchange of information on permits granted or denied to assure compliance with all applicable permitting requirements.
  - d. To Captive-bred Wildlife registrants under the Endangered Species Act for the exchange of authorized species, and to share information on the captive breeding of these species.
  - e. To Federal, State, and local authorities who need to know who is permitted to receive and rehabilitate sick, orphaned, and injured birds under the Migratory Bird Treaty Act and the Bald and Golden Eagle Protection Act; federally permitted rehabilitators; individuals seeking a permitted rehabilitator with whom to place a sick, injured, or orphaned bird in need of care; and licensed veterinarians who receive, treat, or diagnose sick, orphaned, and injured birds.
  - f. To the Department of Justice (DOJ), or a court, adjudicative, or other administrative body or to a party in litigation before a court or adjudicative or administrative body, under certain circumstances;
  - g. To the appropriate Federal, State, tribal, local, or foreign governmental agency responsible for investigating, prosecuting, enforcing, or implementing statutes, rules, or licenses, when we become aware of a violation or potential violation of such statutes, rules, or licenses, or when we need to monitor activities associated with a permit or regulated use.
  - h. To a congressional office in response to an inquiry to the office by the individual to whom the record pertains.
  - i. To the General Accounting Office or Congress when the information is required for the evaluation of the permit programs.
  - j. To provide addresses obtained from the Internal Revenue Service to debt collection agencies for purposes of locating a debtor to collect or compromise a Federal claim against the debtor, or to consumer reporting agencies to prepare a commercial credit report for use by the FWS.
5. For individuals, personal information such as home address and telephone number, financial data, and personal identifiers (social security number, birth date, etc.) will be removed prior to any release of the application.
6. The public reporting burden on the applicant for this information collection varies depending on the activity for which a permit is requested. The relevant burden for this permit application is 30 minutes. This burden estimate includes time for reviewing instructions, gathering and maintaining data and completing and reviewing the form. You may direct comments regarding the burden estimate or any other aspect of the form to the Service Information Clearance Officer, U.S. Fish and Wildlife Service, Mail Stop 222, Arlington Square, U.S. Department of the Interior, 1849 C Street, NW, Washington D.C. 20240.

### Freedom of Information Act – Notice

For organizations, businesses, or individuals operating as a business (i.e., permittees not covered by the Privacy Act), we request that you identify any information that should be considered privileged and confidential business information to allow the Service to meet its responsibilities under FOIA. Confidential business information must be clearly marked "Business Confidential" at the top of the letter or page and each succeeding page and must be accompanied by a non-confidential summary of the confidential information. The non-confidential summary and remaining documents may be made available to the public under FOIA [43 CFR 2.13(c)(4), 43 CFR 2.15(d)(1)(i)].

### Application Processing Fee

The fee to process this application is \$150. Checks should be made payable to "U.S. Fish and Wildlife Service." Fees for renewals and amendments may vary; see fee schedule at [50 CFR 13.11\(d\)\(4\)](#). The processing fee will not be refunded regardless of whether a permit is issued, abandoned, or denied. The fee schedule does not apply to any Federal, State, or tribal government agency or individual or institution under contract to such agency for the proposed activities.